

City of Fort Worth, Texas Job Description

Classification Title:	Police Lieutenant		
Job Code:	1004	Job Family:	Police
Pay Grade:	X08	Date Reviewed:	09/10/15
FLSA Status:	Nonexempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under general direction of a Superior Officer provide administrative, managerial and/or supervisory support to the operational activities of a Unit, Section or Division; and perform administrative staff support to the Bureau Commander.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
2. Supervises the work of subordinate Officers and coordinates the operational activities of a Division, Unit or Section on an assigned shift.
3. Develops and coordinates in-service training program for sworn and non-sworn personnel.
4. Supervises internal investigations of alleged acts of misconduct.
5. Researches, compiles and prepares narrative and statistical reports.
6. Responds to and prepares various business correspondences.
7. Reviews citizen complaints and makes recommendations for appropriate course of action.
8. Develops, prepares and implements operational work procedures.
9. Maintains time and attendance and other personnel records.
10. Conducts inspections of Officers in the field.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Assumes command in the absence of the Police Captain.

2. Prepares and monitors budget.
3. Assists in details involved in supervising subordinate Officers engaged in the investigation of various crimes.
4. Performs other related duties, including special projects as requested.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Knowledge of City Ordinance, Federal, State and City laws and statutes.
- General order/code of conduct.
- Open Records Act.
- Standard operating procedures.
- Supervisory principles and methods.
- Arrest and defense techniques/methods.
- Criminal investigation techniques.
- Arrest, search and seizure laws.
- Police identification operation and procedures.
- Computer operations.

- **Skill in:**

- Communicating both in written and verbal form.
- Usage of pistol, shotgun and baton.
- Arrest, search and seizure techniques.
- Operation of police mobile data terminal, radio, computer and pager.

- **Ability to:**

- Coordinates unit operational criteria and schedule necessary manpower.
- Prepares clear and concise reports.
- Reviews case files.
- Arrest and search warrants.
- Conduct interrogations.
- Interact and communicate with others in an assertive manner.
- Evaluates information of an uncertain or conflicting nature and make appropriate decision with regards to the law.
- Solve problems when all necessary facts are not given.
- Remain calm and work fast in emotionally stressful or emergency conditions.
- Establish and maintain a positive working relationship with fellow employees and the community.
- Use of the City of Fort Worth Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Transverse uneven terrain.

MINIMUM JOB REQUIREMENTS

High School diploma or GED, plus three (3) years continuous service as a Police Sergeant for the City of Fort Worth.

OTHER REQUIREMENTS

Licensed as a State of Texas Peace Officer. Valid Texas Operator's Class "C" Driver's License. Texas Commission on Law Enforcement (TCOLE) Instructor's Certification, for some positions.

Advancement to the rank of lieutenant is through competitive examination as mandated in the Local Government Code, Chapter 143. Three (3) years of service in the immediately-preceding rank is required.

The rank of lieutenant shall have both command and supervisory responsibility.

Requirements after promotion:

Within 48 months after being promoted, Officers promoted to Lieutenant shall be required as a condition of maintaining the rank to complete with a passing grade at least 60 hours of college credits or achieve an Associate's Degree from an accredited college or university. Officers who have already satisfied this requirement shall present proof to the Chief of designee. Officers who fail to provide proof to the Chief or designee within a specific time period shall be demoted to their previous rank and seniority.

Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside office setting; some outside working conditions in variable weather situations; travel throughout assigned designated patrol area; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or conditions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work.